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## AGENDA

### Public Records Board – Records Management Committee Meeting

Tuesday, February 9, 2016 – 1:00pm – 3:30pm  
Legislative Audit Bureau  
Cattanach Training Room, 4th Floor  
22 East Mifflin Street  
Madison, WI 53703

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1. Call To Order (Naab)
2. Approval of October 13, 2015 Minutes (Committee)
3. Review of Records Retention Disposition Authorizations (RDAs) on First Quarter 2016 Public Records Board Record Series (PRB) Index (<http://publicrecordsboard.wi.gov/docview.asp?docid=27198&locid=165>) (Committee)
  - 61 RDAs from 9 state agencies
  - 12 RDAs from 6 counties and local governments
  - 82 RDAs from the University of Wisconsin
  - 0 RDAs from the General Records Schedules
4. General Record Schedule Updates (Thompson)  
Fiscal and Accounting Related Records – Expiration 2016
5. Other Business
  - a. Functional Record Schedule Form (Thompson)  
Review of newly developed functional schedule form
  - b. Consider Potential Changes to Format of Quarterly PRB Records Series Indexes to Provide More Clarity (Thompson)

Agency Name						
Division #	Division Name					
Index #	RDA #	RDA Title		Status	Retention	Disposition

<b>115-AGRICULTURE, TRADE &amp; CONSUMER PROTECTION</b>						
1	00350000	VEB DISCIPLINARY / FORMAL HEARING CASE FILES		Pending	EVT+10	SHSW
2	00351000	VEB CREDENTIAL CASE FILES		Pending	EVT+5	DEST
3	00352000	INCOMPLETE, WITHDRAWN LICENSING CASE FILES - VEB		Pending	EVT+4	DEST

<b>155-PUBLIC SERVICE COMMISSION</b>						
/155R/	PSC-RAILROADS, OFF. OF THE COMMISSIONER					
4	00037000	SIGNAL MAINTENANCE REPORTS		Pending	CR+7	DEST

<b>245-WISCONSIN HISTORICAL SOCIETY</b>						
5	00188000	PUBLIC LANDS PERMITS		Pending	PERM	PERM

<b>285A-UW MADISON</b>						
6	34001859	INVENTION AND PATENT PARTICIPATION AGREEMENTS		Pending	CR+50	UW-TRANS
7	EHS00001.	SAFETY DATA SHEETS (SDS)		Pending	EVT+30	DEST
8	EHS00002.	TOXIC SUBSTANCE / HAZARDOUS MATERIAL INFORMATION LIST		Pending	EVT+30	DEST
9	EHS00003.	EHS - INTERNAL WORKPLACE SAFETY INSPECTIONS		Pending	EVT+7	DEST
10	EHS00004.	EHS - COMPLIANCE WORKPLACE SAFETY INSPECTIONS		Pending	EVT+7	DEST
11	EHS00005.	INDUSTRIAL AND CHEMICAL HYGIENE PLANS AND SUPPORTING DOCUMENTS AND REPORTS		Pending	EVT+30	DEST
12	EHS00006.	EHS - GENERAL SAFETY REPORTS, ISSUES, COMPLAINTS AND INQUIRIES RECEIVED / GENERATED BY SAFETY STAFF		Pending	EVT+3	DEST
13	EHS00007.	EHS - AIR COMPLIANCE RECORDS		Pending	EVT+7	DEST
14	EHS00008.	EHS - HAZARDOUS WASTE MANIFESTS WITH RELATED TRANSPORTATION AND DISPOSAL RECORDS		Pending	EVT+3	DEST
15	EHS00009.	EHS - HAZARDOUS MATERIALS SHIPPING PAPERS		Pending	EVT+3	DEST
16	EHS00010.	EHS - PCB (POLYCHLORINATED BIPHENYL) RECORDS		Pending	EVT+7	DEST
17	EHS00011.	EHS - HAZARDOUS MATERIALS REGULATIONS TRAINING RECORDS		Pending	EVT+0/3	DEST
18	EHS00012.	EHS - RADIOACTIVE MATERIALS / RADIATION - ACADEMIC AND RESEARCH		Pending	CR+3	DEST
19	EHS00013.	EHS - RADIOACTIVE MATERIALS / RADIATION - RECORDS OF TEST FOR LEAKAGE OR CONTAMINATION		Pending	CR+5	DEST
20	EHS00014.	EHS - RADIOACTIVE MATERIALS / RADIATION - MEDICAL USE		Pending	CR+3	DEST
21	EHS00015.	EHS - RADIOACTIVE MATERIALS / RADIATION - RADIATION PROTECTION PROGRAM CHANGES		Pending	CR+5	DEST
22	EHS00016.	EHS - RADIOACTIVE MATERIALS / RADIATION - RADIATION TRAINING		Pending	EVT+3	DEST

	23	EHS00017.	EHS - RADIOACTIVE MATERIALS / RADIATION - RADIATION REVIEW OR APPROVAL CHANGES	Pending	EVT+3	DEST
	24	EHS00018.	EHS - RADIOACTIVE MATERIALS / RADIATION - RADIATION SURVEY AND TESTS INSPECTIONS	Pending	CR+3	DEST
	25	EHS00019.	EHS - RADIOACTIVE MATERIALS / RADIATION - RADIATION - MALFUNCTION REPORTS FOR ITEMS OF INCREASED CONTROL	Pending	EVT+3	DEST
	26	EHS00020.	EHS - RADIOACTIVE MATERIALS / RADIATION - DEVICE RECEIPT AND DISPOSITION RECORDS FOR ITEMS OF INCREASED CONTROL	Pending	EVT+3	DEST
	27	EHS00021.	EHS - DOSIMETRY RECORDS	Pending	EVT	DEST
	28	EHS00022.	EHS - CLEAN WATER ACT COMPLIANCE RECORDS	Pending	EVT+7	DEST
	29	EHS00023.	EHS - ASBESTOS AND HAZARDOUS MATERIAL AND ENVIRONMENTAL REMEDIATION CASE FILE	Pending	EVT+5	DEST
	30	EHS00024.	EHS - HEALTH, SAFETY OR FIRE CODE COMPLIANCE RECORDS INCLUDING VARIANCES	Pending	EVT+7	DEST
	31	EHS00025.	EHS - BIOLOGICAL SAFETY DOCUMENTS PROTOCOL REGISTRATION RECORDS	Pending	EVT+7	DEST
/022035/			OHR - EMPLOYEE SERVICES - IFSS			
	32	02001865	H-1B AND E-3 LABOR CONDITION APPLICATIONS (LCA) PUBLIC ACCESS FILES	Pending	EVT+1	DEST
	33	02001866	PERM = PROGRAM ELECTRONIC REVIEW MANAGEMENT (ALSO REFERRED TO AS "LABOR CERTIFICATION")	Pending	EVT+5	DEST
	34	02001867	H-1B, TN, E-3, O1, AND J1 FILES (APART FROM THE ABOVE LCA, WHEN APPLICABLE)	Pending	EVT+3	DEST
	35	02001868	PR (PERMANENT RESIDENCY) FILES (APART FROM THE ABOVE PERM FILES, WHEN APPLICABLE)	Pending	EVT+5	DEST
/348710/			VCRGE - WAISMAN CENTER - EARLY CHILDHOOD CENTER			
	36	34001886	WAISMAN EARLY CHILDHOOD PROGRAM - CHILDREN CASE FILES	Pending	EVT+3	DEST
	37	34001887	WAISMAN EARLY CHILDHOOD PROGRAM - REPORTING AND DOCUMENTATION RECORDS FOR DCF	Pending	EVT+10	DEST
	38	34001888	WAISMAN EARLY CHILDHOOD PROGRAM - STAFF RECORDS	Pending	EVT+5	DEST
	39	34001889	WAISMAN EARLY CHILDHOOD PROGRAM - STAFF DEVELOPMENT AND TRAINING RECORDS	Pending	EVT+5	DEST
	40	34001890	WAISMAN EARLY CHILDHOOD PROGRAM - STAFF MEETINGS AND AGENDAS	Pending	CR+10	UW-TRANS
/525010/			WSLH - WISCONSIN OCCUPATIONAL HEALTH - WOHL			
	41	52001869	WOHL CUSTOMER / LAB REPORTS, CASE BASIS AND OSHA 21 D CONSULTATION PROGRAM	Pending	EVT+10	DEST
	42	52001870	WOHL ANALYSIS DOCUMENTATION - METALS	Pending	EVT+10	DEST
	43	52001871	WOHL QUALITY ASSURANCE RECORDS	Pending	EVT+10	DEST
	44	52001872	WOHL SAMPLE DATA RECORDS	Pending	EVT+30	DEST
	45	52001873	WOHL COMPANY FILE DATA SET	Pending	EVT	DEST
	46	52001874	WOHL SUBSTANCE FILE DATA SET	Pending	CR+30	DEST
	47	52001875	WOHL QUALITY CONTROL (QC) SAMPLE AND (QC) LIMIT FILES	Pending	CR+30	DEST
	48	52001876	WOHL CHEMSTATION FILES	Pending	CR+3	DEST
	49	52001877	WOHL COVER LETTER FILES	Pending	CR+5	DEST
	50	52001878	WOHL ANALYTICAL METHODS FILE	Pending	CR+30	DEST
	51	52001879	WOHL ANALYTICAL AND QUALITY CONTROL REPORTS	Pending	CR+10	DEST

	52	52001880	WOHL LABORATORY NOTEBOOKS	Pending	CR+30	DEST
	53	52001881	WOHL PERSONNEL TRAINING AND COMPENCETORY RECORDS	Pending	EVT+10	DEST
	54	52001882	WOHL PROFICIENCY RESULTS	Pending	EVT+10	DEST
	55	52001883	WOHL INSTRUMENT MAINTENANCE MANUALS	Pending	EVT+3	DEST
	56	52001884	WOHL LABORATORY POLICIES, STANDARD OPERATING PROCEDURES (SOP), AND OTHER DOCUMENTATION REQUIRED BY ACCREDITATION PROCESS	Pending	EVT+10	DEST
	57	52001885	WOHL CONTRACTS	Pending	EVT+3	DEST
/530295/			SMPH - WISCONSIN - STUDENT PROGRAMS			
	58	53001863	WISCONSIN AHEC - STUDENT APPLICATIONS ACCEPTED AND NOT ACCEPTED	Pending	EVT+3	DEST
/531400/			SMPH - WISCONSIN ALZHEIMER'S INSTITUTE			
	59	53001864	WAI CLINICAL STUDIES, AND PARTICIPANT STUDY RESEARCH RECORDS	Pending	EVT+75	DEST

<b>285F-UW OSHKOSH</b>						
	60	00110000	STUDENT ORGANIZATION RECOGNITION FILES	Pending	EVT+4	TRANS OTHER
	61	00111000	RESOLUTIONS	Pending	EVT+4	TRANS OTHER
	62	00112000	JUDICIARY COMMITTEE RECORDS	Pending	EVT+4	TRANS OTHER
	63	00113000	PHOTOGRAPHS	Pending	EVT+2	TRANS OTHER

<b>285K-UW STEVENS POINT</b>						
/285K/020/			STUDENT AFFAIRS			
	64	00125000	STUDENT MISCONDUCT / DISCIPLINARY FILES	Amended	EVT+7	DEST

<b>285N-UW WHITEWATER</b>						
/285N/			UW WHITEWATER			
	65	00100000	CHILDREN'S CASE FILES	Pending	EVT+10	DEST

<b>285T-UW EXTENSION</b>						
/453530/			BROADBAND AND E-COMMERCE			
	66	00118000	GRANT DOCUMENTATION, FEDERAL, BROADBAND	Pending	EVT+23	DEST

<b>285W-UW SYSTEM ADMINISTRATION</b>						
	67	UWPAY001.	EMPLOYEE TIME RECORDS (ACADEMIC AND UNIVERSITY STAFF)	Pending	EVT+6	DEST
	68	UWPAY002.	TIME AND LABOR ADMINISTRATIVE REPORTS	Pending	CR+1	DEST
	69	UWPAY003.	EMPLOYEE EARNINGS STATEMENT AND LEAVE BALANCES AND LEAVE ACTIVITY SUMMARY REPORTING	Pending	EVT+15	DEST
	70	UWPAY004.	LEAVE ACTIVITY SUMMARY REPORTS - INSTITUTION	Pending	CR+15	DEST
	71	UWPAY005.	LEAVE OF ABSENCE REQUEST FORMS	Pending	CR+5	DEST
	72	UWPAY006.	LEAVE OF ABSCENCE REPORTS	Pending	CR+15	DEST
	73	UWPAY007.	UW-SYSTEM LEAVE PLAN TYPES	Pending	EVT	DEST
	74	UWPAY008.	PAYROLL REGISTERS AND VOUCHERS	Pending	FIS+6	DEST
	75	UWPAY009.	GRANISHMENT RECORDS	Pending	EVT+6	DEST

76	UWPAY010.	TAX WITHHOLDING REPORTING FILES	Pending	CR+5	DEST
77	UWPAY011.	UNEMPLOYMENT COMPENSATION REPORT TO DEPT. OF WORKFORCE DEVELOPMENT	Pending	CR+5	DEST
78	UWPAY012.	COBRA RELATED RECORDS	Pending	EVT+5	DEST
79	UWPAY013.	EMPLOYEE PAYROLL CASE FILE - INSTITUTIONAL	Pending	EVT+50	DEST
80	UWPAY014.	EMPLOYEE ETF / BENEFITS CASE FILE - INSTITUTION	Pending	EVT+5	DEST
81	UWPAY015.	ANNUAL BENEFIT STATEMENTS / BENEFIT REPORTS	Pending	EVT+5	DEST
82	UWPAY016.	SUMMARY REPORTS OF BENEFITS PROGRAMS PROVIDED TO ETF	Pending	CR+7	DEST
83	UWPAY017.	WISCONSIN RETIREMENT SYSTEM REPORTING - WRS	Pending	CR+15	DEST
84	UWPAY018.	TAX SHELTERED ANNUITY - TSA MULTIPLE ENROLLMENTS REPORTS	Pending	CR+5	DEST
85	UWPAY019.	PAYROLL ACCOUNTING AND BENEFIT REPORTS AND TRANSFERS	Pending	CR+5	DEST
86	UWPAY020.	CORE PAYROLL HISTORY DATA	Pending	CR+50	DEST
87	UWPAY021.	SYSTEM-WIDE TAX SUMMARY	Pending	EVT+7	UW-TRANS

<b>395-TRANSPORTATION</b>					
/000/	DTIM, AERONAUTICS				
88	00170000	MUNICIPAL AIRPORT FILE	Extend	CR+20	DEST
89	00171000	LOCAL AIRPORT IMPROVEMENT PETITION FILE	Extend	EVT+15	DEST
90	00172000	COMPREHENSIVE MASTER AIRPORT PLANNING PROJECTS	Extend	EVT	DEST
91	00173000	AIRPORT PROJECT FILE	Extend	EVT+20	DEST
92	00174000	AIRPORT CONSTRUCTION PLANS	Extend	EVT+70	DEST
93	00174A00.	AIRPORT CONSTRUCTION PLANS	Extend	PERM	PERM
94	00175000	AIRPORT FEDERAL SURPLUS PROPERTY FILE	Extend	EVT+5	DEST
95	00176000	AIRSPACE OBSTRUCTION & PERMIT FILE	Extend	EVT+3	DEST
96	00178000	AIRCRAFT REGISTRATION-APPLICATION FILE	Extend	EVT	DEST
97	00178A00.	AIRCRAFT REGISTRATION FILE	Extend	EVT+5	DEST
98	00178B00.	AIRCRAFT REGISTRATION-RENEWAL FILE	Extend	EVT+1	DEST
99	00179000	AVIATION EDUCATION FILE	Extend	EVT+4	DEST
100	00623000	PRIVATE AIRPORT FILES	Extend	PERM	PERM
101	00627000	AIRPORT SAFETY DATA INSPECTION FILES (5010 PROGRAM)	Extend	EVT+1	DEST
102	00665000	AIRPORT SPECIAL PROJECT FILES	Extend	EVT+15	DEST
103	00666000	SUBJECT FILES	Extend	CR+2	DEST
/038/	DTIM - LOCAL ROADS & FINANCE				
104	00456000	CONGESTION MITIGATION & AIR QUALITY IMPROVEMENT PROGRAM (CMAQ)	Extend	EVT+3	DEST
105	00604000	STP URBAN & RURAL, LOCAL BRIDGE, HIGH COST LOCAL BRIDGE	Extend	EVT+6	DEST
106	00605000	CMAQ/TRANSPORTATION ENHANCEMENTS/STP-DISCRETIONARY PROGRAMS	Extend	EVT+6	DEST
107	00606000	GENERAL TRANSPORTATION AIDS & CONNECTING HIGHWAY AIDS FILE	Extend	CR+8	DEST
108	00607000	OTHER TRANSPORTATION AIDS PROGRAMS (FLOOD DAMAGE / COUNTY / FOREST ROADS / LIFT BRIDGE / EXPRESSWAY POLICING) FILE	Extend	CR+8	DEST
109	00608000	LOCAL ROADS AND STREETS COUNCIL FILE	Extend	CR+8	DEST
/125/	DSP - TRANSPORTATION SAFETY				
110	00530000	MOTORCYCLIST SAFETY PROGRAM RECORDS	Pending	EVT+4	DEST

	111	00534000	MOTOR VEHICLE CRASH DATA	Pending	EVT+4	DEST
	112	00537000	SUBMISSION FILES FOR FATALITY ANALYSIS REPORTING SYSTEM (FARS)	Pending	EVT+4	DEST
	113	00538000	WISE GRANTS SYSTEM SUMMARY AND DETAILED DATA	Pending	EVT+4	DEST
	114	00539000	ANALYSIS AND OUTREACH RECORDS	Pending	EVT+4	DEST
	115	00543000	BOTS POLICY AND PROCEDURE MANUALS	Pending	EVT+4	DEST
	116	00596000	HIGHWAY SAFETY PLAN AND ANNUAL REPORT FILE	Amended	EVT+4	SHSW
	117	00656000	STATISTICAL DIGESTS	Amended	EVT+4	DEST
/300/			STATE PATROL			
	118	00027000	BREATH ALCOHOL INSTRUMENT OPERATOR CERTIFICATION AND RE-CERTIFICATION FILES	Amended	EVT+7	DEST
	119	00030000	EVIDENTIAL BREATH ALCOHOL INSTRUMENT, ALCOHOL SIMULATOR SOLUTION AND DRY GAS CERTIFICATION REPORTS	Amended	EVT+7	DEST
	120	00032000	BREATH TEST INSTRUMENT OPERATOR ROSTERS	Amended	EVT+1	DEST
	121	00067000	CHEMICAL TEST DATABASE DETAILED DATA	Pending	EVT+7	DEST
	122	00072000	CHEMICAL TEST REFUSAL RECORDS	Pending	EVT+0/1	DEST
	123	00073000	IGNITION INTERLOCK DEVICE (IID) APPROVAL RECORDS	Pending	EVT+7	DEST
/832/			DBM - RISK & SAFETY MANAGEMENT			
	124	00130000	HIGHWAY PROPERTY DAMAGE CLAIMS FILES	Amended	EVT+4	DEST
	125	00130A00.	HIGHWAY PROPERTY DAMAGE CLAIMS FILES - SOURCE DOCUMENTS	Pending	EVT+0/1	DEST
	126	00130B00.	DAMAGE CLAIMS CICS SYSTEM - CLAIMS DETAIL DATA	Pending	EVT+4	DEST

<b>410-CORRECTIONS</b>						
	127	00084000	MENUS - INSTITUTION, FACILITIES, AND SCHOOLS	Amended	FIS+4	DEST
	128	00085000	FOOD MANAGEMENT CORRESPONDENCE FILE	Amended	CR+3	DEST
	129	00159000	OFFENDER / INMATE / JUVENILE DIET RECORDS	Pending	EVT+7	DEST
	130	00183000	FOOD SERVICE STAFFING RECORDS	Pending	EVT+7	DEST
	131	00190000	FOOD MANAGEMENT COST, MENU, NUTRITION, AND MEAL PATTERNS INPUT AND OUTPUT	Amended	CR+7	DEST
	132	00191000	FEDERAL AND STATE FOOD PROGRAMS	Amended	CR+7	DEST
	133	00195000	LOGS BOOKS - FOOD SERVICES	Amended	CR+7	DEST
	134	00196000	INVENTORY - SHARPS, DISHWARE, AND UTENSILS	Amended	CR+0/6	DEST
	135	00197000	FOOD SERVICE REPORTS AND WORKSHEETS	Amended	CR+3	DEST
	136	00198000	SAFETY, SANITATION, AND SECURITY INSPECTIONS, CHECKLISTS OR LOGS	Amended	EVT+3	DEST
	137	00191A00.	FEDERAL AND STATE FOOD PROGRAM INPUTS AND OUTPUTS	Amended	CR+7	DEST

<b>455-JUSTICE</b>						
	138	00014A00.	CASE FILES - SPECIAL LONG TERM CIVIL	Pending	EVT+75	DEST
/101/			CIVIL LITIGATION			
	139	00007000	FORMAL OPINIONS	Amended	EVT+10	SHSW

485-VETERANS AFFAIRS						
/003/		DIVISION OF VETERANS HOMES				
	140	00145000	PHARMACY RECORDS: MEDICARE PART D	Pending	CR+10	DEST

505F-HEARINGS & APPEALS						
/407/		HEARINGS & APPEALS				
	141	00101000	WORK / FAMILY SERVICES CASES - CLOSED, NO HEARING	Amended	EVT+3	DEST
	142	00321000	WORK / FAMILY SERVICES HEARINGS	Amended	EVT+7	DEST

507-PUBLIC LANDS, BOARD OF COMM.						
/507/		PUBLIC LANDS, BOARD OF COMM.				
	143	00031000	COMMISSIONER MINUTES	Amended	PERM	PERM

**COUNTIES AND OTHER LOCAL UNITS OF GOVERNMENT**

Wisconsin Stat. § 16.61(3)(e) allows, but does not require, the Board to establish a minimum retention period for any record of a local unit of government. To do so, the document submitted by the local government for Board review must be sufficiently clear for the Board to understand the nature of the document and the requested retention period. However, any Board approval is limited to the retention period and does not cover any other aspect of the documents submitted, such as any accompanying local ordinance.

<b>COUNTIES</b>						
/005/001/		SHERRIF DEPARTMENT				
	144	00123000	WISCONSIN MOTOR VEHICLE ACCIDENT REPORT - MV4000 & MV4000E	Pending	EVT	DEST
/067/		WAUKESHA COUNTY				
	145	00123000	COUNTY-WIDE RETENTION SCHEDULES	Amended		

<b>MUNICIPALITIES</b>						
/013251/		MADISON, CITY OF				
	146	GS000014.	AGENDAS AND MINUTES	Amended	FIS+5	SHSW
	147	GS000056.	LEGISLATION AND POLICY	Pending	PERM	PERM
		/77/ HEALTH				
	148	PH000004.	FAMILY RECORDS (CLIENT HISTORY FILES)	Amended	FIS+7	DEST
/036112/		VILLAGE OF CLEVELAND				
	149	00123000	VILLAGE-WIDE RETENTION SCHEDULES	Pending		
/041251/		CITY OF MILWAUKEE				
	150	00123000	CITY-WIDE RETENTION SCHEDULES	Amended		
/057146/		VILLAGE OF LAKE DELTON				
	151	00123000	POLICE DEPARTMENT-WIDE RETENTION SCHEDULES	Pending		
/069261/		CITY OF NEW LONDON				
	152	00123000	CITY-WIDE RETENTION SCHEDULES	Pending		

<b>292- WI TECHNICAL COLLEGE SYSTEM</b>						
WISCONSIN INDIANHEAD TECHNICAL COLLEGE						
/292.16/320/		CONTINUING EDUCATION				
	153	CE000100.	EMS, CRIMINAL JUSTICE & TRAFFIC SAFETY COURSE DOCUMENTS	Pending	EVT+5	DEST
	154	CE000300.	SERVICE CONTRACTS	Pending	EVT+7	DEST
	155	CE000500.	MOTORCYCLE SAFETY ADMINISTRATIVE DOCUMENTS	Pending	EVT+5	DEST



**Status and Disposition Legend**

Pending: Submission has not been reviewed before

Amended: Submission has changes from previous version

Renewal: Submission has no changes from previous version

Extend: Sunset date extension request

DEST: Destroy or Destroy Confidential

SHSW: Transfer to Wisconsin Historical Society

UW-TRANS: Transfer to UW Archives

TRANS OTHER: Transfer as noted on submission

PERM: Retain Permanently